

Quotation Request //

US Government Publishing Office

Atlanta Regional Office
3715 Northside Parkway, Suite 4-305
Atlanta GA 30327-

JACKET:724-932 R-1

Quotations are Due By:

(Eastern Time)11:00 AM on 11/30/2021

**Submit Quotes Online, unless otherwise instructed, via: <http://contractorconnection.gpo.gov/openjobs.aspx>
Contractor must provide mandatory W-9 form before GPO makes payment.**

TITLE: F13614-C (Rev. 10-2021 Cat# 52121E - Intake/Interview and Quality Review Sheet

QUANTITY: 549005 Folded Forms

**** REBID - QUOTES DUE, PROOF, AND SHIP DATES HAVE CHANGED - REBID ****

SUBMISSION OF QUOTES: Vendor to submit quotes via Quick Quote

(<https://contractorconnection.gpo.gov/OpenJobs.aspx>). Late quotes will not be accepted. All problems submitting quotes via Quick Quote must be reported prior to bid opening time to (404) 605-9160.

TRIM SIZE: 11 x 17" (flat); 11 x 8-1/2" (folded)

FORM NO: F13614-C (Rev. 10-2021) Cat# 52121E

PAGES: Face and Back

SCHEDULE:

Furnished Material will be available for pickup by 11/30/2021

Ship partial 274405 copies by 12/22/2021

Ship complete by 01/06/2022

F.O.B. contractor's city/origin - See Below

- Ship a total of 274,405 copies to two addresses on or before December 22, 2021 - see "DISTRIBUTION" section for address information and quantity breakdowns. NOTE: If copies shipping to the NDC ship prior to December 22, 2021, the 5 IRS samples must ship within 24 hours of the NDC shipment.

- Ship a total of 274,600 copies to two addresses on or before January 6, 2022 - see "DISTRIBUTION" section for address information and quantity breakdowns.

REQUIRED SHIPPING REPORT: Contractor is responsible for maintaining a shipping report in an Excel spreadsheet that includes the contact, address, quantity, and tracking/pro number(s) for each shipment. Contractor must email shipping report to Eugenia Collins (Eugenia.F.Collins@irs.gov) and Traci Cobb (tcobb@gpo.gov) on day of shipping. Include GPO Jacket Number & IRS Requisition Number in the subject line of the email.

The following information applies to all F.O.B. Contractor's City shipments:

- All consignments weighing less than 750 pounds must be shipped GROUND via a furnished IRS Small Package Carrier (UPS) account number. Contractor must notify the GPO contract administrator if the contractor does not have such an account, and one will be established for that contractor. Contractor must not use their own small package carrier account.

NOTE: The contractor must have the capability to generate the Small Package Carrier shipping labels electronically. Each label must provide the following 2 reference fields: Reference Field 1 - GPO Jacket Number; Reference Field 2 - IRS Requisition Number.

- All consignments weighing over 750 pounds ship via IRS Government Bills of Lading. The contractor must contact Eugenia Collins (Eugenia.F.Collins@irs.gov) and Traci Cobb (tcobb@gpo.gov) to provide IRS with the exact ship date, plant hours, total number of boxes and pallets shipping to each destination, and weight of each shipment. IRS must be notified a minimum of five workdays prior to shipping so that GBL's may be cut and forwarded to the contractor in time to meet scheduled ship date. Upon receipt of the GBL, the contractor is responsible for contacting the carrier to arrange for pickup.

The contractor cannot be reimbursed for using his or her own small parcel carrier account and/or BL's, nor may GPO GBL's be cut for this order.

Transportation charges are a factor in determining award.

QUALITY LEVEL: 3 Quality Assurance Through Attributes (GPO PUB 310.1, effective May 1979 (Rev. 9-19)) applies.

DESCRIPTION:

Form prints type, rule, and screen matter in Black ink on the face and back.

NOTE: Forms MUST be printed via offset printing. Digital printing, direct imaging (toner), and inkjet printing are not acceptable.

MATERIAL FURNISHED: Contractor to receive. See below:

- Purchase Order and print file (see "ELECTRONIC MEDIA") will be emailed to the contractor upon award.

- IRS carton shipping labels (Form 6153) to complete ELECTRONICALLY will be furnished by IRS via e-mail after award (in a ZIP file with Form 2040)***. See "PACKING" for additional labeling instructions.

- IRS Form 2040 in a fillable PDF file format will be furnished by IRS via e-mail after award (in a ZIP file with IRS Carton Shipping Labels) ***.

*** Contractor is required to have Adobe Acrobat 7.0 Professional (or more recent) software (not Adobe Reader) and the capability to receive via email and open file attachments compressed into a WinZIP (.zip) file format.

The contractor is required to complete and email IRS Form 2040 daily to the IRS when shipping begins. IRS Form 2040 is in a fillable PDF file format. The majority of the information in the form will be filled in by the IRS prior to being sent to the contractor. The contractor is responsible for the verification and correctness of information supplied back to IRS. If there is any information missing or incorrect, please contact Eugenia Collins (Eugenia.F.Collins@irs.gov).

NOTES:

1) The contractor MUST complete the Electronic IRS Form 2040 and transmit via email to IRS directly

each day the product ships. Any delay or missed input could result in delay of payment. In order for the shipping results to be captured properly, the 2040 must NOT be removed from the original email (do not save to desktop or another file). This proper reply to the email ensures the contractor's compliance is captured.

2) The use of free web-based mail servers such as Hotmail, Yahoo, or G-mail is not compatible for transmitting the IRS Form 2040 e-mail message.

ELECTRONIC MEDIA:

- PLATFORM: Unknown

- SOFTWARE: ADDITIONAL SYSTEM TIME IS REQUIRED. One PDF file will be provided.

NOTES:

1) File is setup as 4 individual pages on 8-1/2 x 11" page size.

2) Contractor to create page layout to image as specified.

3) When viewing page 1 (F13614-C) as right reading and then unfolding the form, page 2 will be at the top (on back of page 1) and page 3 will be below page 2 on the 11 x 17" form.

4) When viewing page 1 (F13614-C) as right reading on the unfolded 11 x 17" form, page 4 is above page 1 with the page 4 header (F15080) on the right (see furnished JPG photo).

5) Rules at the head and foot of page 1 and page 2 must register.

- COLORS: Identified as Black.

- FONTS: All fonts are Embedded and/or Embedded Subset.

- OUTPUT: 150 line screen for all screen matter / 1200 dpi or higher for remainder.

NOTE: GPO Imprint does NOT print on this order!

ADDITIONAL INFORMATION:

- Contractor must have the ability to edit PDF files (when furnished by the Government).

- Contractor is not to request that electronic files provided be converted to a different format. If contractor wishes to convert files to a different format, the final output must be of the same or higher quality and at no additional cost to the Government.

- The contractor is cautioned that furnished fonts are the property of the Government and/or its originator. All furnished fonts are to be eliminated from the contractor's archive immediately after completion of the contract.

- Identification markings such as register marks, commercial identification marks of any kind, etc., GPO imprint form number and revision date, carried in the electronic files, must not print on the finished product.

- Prior to image processing, the contractor shall perform a basic check (preflight) of the furnished media and publishing files to assure correct output of the required reproduction image. Any errors, media damage or data corruption that might interfere with proper file image processing must be reported to your contract administrator.

- The contractor shall create/alter any necessary trapping, set proper screen angles and screen frequency, and define file output selection for the imaging device being utilized. Furnished files must be imaged as

necessary to meet the assigned quality level.

- When PostScript Files are not furnished - prior to making revisions, the contractor shall copy the furnished files and make all changes to the copy.

- Upon completion of this order, the contractor must furnish final production native application files (digital deliverable) and one "press quality" PDF file with the furnished media. Storage media must be MAC/PC compatible. The digital deliverables must be an exact representation of the final product and shall be returned on the same type of storage media as was originally furnished. The Government will not accept, as digital deliverables, PostScript files, Adobe Acrobat Portable Document Format (PDF) files, or any proprietary file formats other than those supplied, unless specified by the Government.

PAPER: * Must be in accordance with JCP Paper Specification Standards in effect on date of this order
JCP Code* A63, Uncoated Canary Text, Basis Size 25 X 38", Basis Weight 50#

--or at Contractor's Option--

JCP Code* D10, Canary Writing, Basis Size 17 X 22", Basis Weight 20#

COLOR OF INK: Ink Must Contain a Minimum of 20% Vegetable Oil
Black

PRINT PAGE: Head to Foot

MARGINS:

Follow file setup* - inadequate (less than 1/4") gripper. *See "ELECTRONIC MEDIA" for additional information.

PROOFS:

Deliver the following proofs(*) to the department on or before December 3, 2021. NOTE: On the day of shipping proofs, contractor MUST email the proof tracking numbers to Eugenia Collins (Eugenia.F.Collins@irs.gov) and Traci Cobb (tcobb@gpo.gov).

Contractor is responsible for all costs incurred in the delivery of proofs. Contractor will receive proof approval/disapproval via email from the agency not longer than 2 workday(s) after date of proof receipt by the Government**.

**NOTE: The date of receipt by the Government is NOT considered the first workday.

Contractor furnished proof approval letters will not be recognized for proof approval/disapproval. Only GPO generated proof letters will be recognized for proof approval/disapproval. Contractor must not print prior to receipt of an "OK to print" via email.

(*) PAPER SAMPLE: At the same time as submission of the proofs, contractor must submit one 8-1/2 x 11" unprinted PAPER SAMPLE of the actual paper to be used in the production of the contract requirements to each proof recipient. The sample must be of the kind and quality required by the specifications. The Government will rely on the sample only as a reference to the general appearance of the stock that will be provided by the contractor in conformance to the specifications. The Government assumes no contractual obligation to perform any inspection and test for the benefit of the contractor. The Government's failure to inspect and accept or reject the paper samples shall not relieve the contractor from responsibility, nor impose liability on the Government, for nonconforming paper.

(*) CONTENT PROOF: Four*** complete digital CONTENT proofs created using the same Raster Image Processor (RIP) that will be used to produce the product. Proof shall be collated with all elements in proper position (not pasted up), imaged face and back, trimmed and folded to the finished size/format of the product.

***NOTE: Four proofs are required - three proofs will be sent to the agency and one proof will be held at the contractor's plant. Proof will not be returned to the contractor.

BINDING:

Trim 4 sides. Fold from 11 x 17" to 11 x 8-1/2" (with page 1 (F13614-C) out) using one parallel fold along the entire 11" dimension at 8-1/2" from the top/bottom edge.

PACKING:

Shrink-wrap in units of 100 copies per package. NDC bulk shipment must be packed in quantities of 1,400 copies per carton*. *Contractor must NOT deviate from these quantities.

All cartons must be packed solid with a maximum weight of 32 lbs per carton. Pack solid in corrugated or solid fiber shipping containers, bursting strength: 200p.s.i, minimum. Carton bottoms may be glued, stapled, or sealed with polyester tape (2 to 3 inches width, not reinforced), minimum 12kNm (65 lbs./inch) traverse tensile strength. If stapled, the cartons may only be stapled on the bottom and/or side; no staples are to be used on top. Cartons are to be sealed at the top with paper or polyester tape (2 to 3 inches width, not reinforced). Contractor will determine exact dimensions of carton in accordance with folded and/or trim size and weight of the product produced. Cartons must not exceed 17-1/2" (L) x 11-1/2" (W) x 9" (D) in exterior dimensions. NOTE: Packing peanuts/beads are not acceptable carton fillers.

*In some cases, there may be one carton with an odd quantity due to the quantity packed per carton not dividing equally in the quantity ordered. The label for that single carton MUST be labeled accurately with the carton quantity (see CARTON LABELING for electronically correcting label quantity). Place that odd carton at the top of the load.

CARTON LABELING: Contractor must reproduce shipping carton label at 100% on white paper from furnished PDF file, fill in appropriate fields and securely attach one label to each carton. NOTE: Carton labels contain barcodes; therefore, dot matrix printing is NOT acceptable.

NOTE: "BLUE LABEL" COPIES ARE REQUIRED. DO NOT AFFIX THE IRS CARTON LABEL TO THE "BLUE LABEL" COPIES.

All cartons must have IRS Shipping label affixed to one carton end only (never top, long side, or bottom). On cartons shipped via small package carrier (SPC), affix the SPC label on top of carton on the end nearest to IRS label. On small package carrier (SPC) boxes/envelopes, the IRS label is to be affixed to the top of each package and the SPC shipping label to the reverse side of the package (this includes advance distributions and IRS samples). All shipments to IRS National Distribution Center via SPC are to leave "To (Consignee) Address" field blank. Correct labeling of shipping cartons, in strict accordance with the requirements of these specifications, is essential to the identification, distribution and warehousing activities of the IRS. Use of any other label is prohibited and may be cause for rejection of reimbursement for any expenses incurred to correct use of improper labels.

The following must be updated ELECTRONICALLY by the contractor, when not entered by IRS on the PDF label using Adobe Acrobat 7.0. DO NOT MAKE HAND-WRITTEN UPDATES TO THE LABEL UNDER ANY CIRCUMSTANCES.

--Carton # of #
--From Address
--To Address
--Carton Quantity

NOTE: Contractor must email a PDF proof of a completed label for copies shipping to the NDC. The email must be sent to Eugenia Collins (Eugenia.F.Collins@irs.gov) and Traci Cobb (tcobb@gpo.gov) at least two days prior to reproducing labels/carton labeling for inspection and approval of the title, product number, requisition number, and quantity match to barcode.

FAILURE OF THE CONTRACTOR TO COMPLETE THE PDF LABEL ELECTRONICALLY WILL RESULT IN THE SHIPMENT BEING REJECTED AND RE-LABELED AT THE CONTRACTOR'S EXPENSE.

If a "0" is pre-filled in on the furnished PDF label, then contractor MUST change the "0" to reflect actual quantity inside cartons. Contractor must ensure that all cartons have the same quantity. The carton count field in the PDF file is directly linked to the barcode field; therefore, the contractor must press "enter" or "tab" after entering the quantity in order for the quantity to be reflected in the barcode. All changes to the carton count field MUST be made in the electronic label (not hand filled in) to whatever the true carton quantity is so that it is reflected on the label in both the quantity and barcode fields. NOTE: In the case of one carton with an odd quantity due to the quantity packed per carton not dividing equally into the quantity ordered, the label for that single carton must also be updated electronically to reflect the true quantity per carton.

Automated "Carton # of #" fields: To print the correct number of labels for each address with sequential carton numbers, input in the total number of cartons and press "Print Labels" button. Warning: Once the print button is pressed, printing cannot be canceled. Be sure all information is correct prior to printing labels.

PALLETS: All motor freight shipments require pallets.

Pallets for IRS consignments: Pallets must be type III and must conform to the Federal Specifications NN-P-71C, and any amendments thereto except for dimensions and single center stringer (see attached "IRS Pallet Specifications" sheet). Pallets must be 48" in length and 40" in width and must not exceed 5" in height. Full entry MUST be on the 40" width. Strict adherence to these dimensions is necessary to accommodate storage requirements of IRS National Distribution Center. Receipt of incorrect pallets may result in a charge for each incorrect pallet, which will be assessed against the contractor. This charge will cover additional costs incurred by IRS to repalletize the shipment onto correct pallets.

PALLETIZING: Cartons shall be stacked on pallets using a reverse layer pattern, 9 cartons per layer, with a maximum height of 55", including pallet or a maximum of 7 layers (see attached "IRS Pallet Specifications" sheet for the 9 tier stacking method). Cartons must be fastened securely to the pallet in a

manner that will prevent movement during transit but permit ready removal, without damage to the cartons, at destination. Do not use metal strapping or pallet caps for securing material on pallets. There must be no more than one partial pallet per destination.

PACKAGING AND PACKING PROBLEMS: In addition to other inspection procedures detailed elsewhere in these specifications, the contractor is responsible for correcting all packaging and packing problems (i.e. mislabeled cartons, IRS carton labels not being used or securely attached, cartons not being packed solid, incorrect pallets, or pallets not being layered right). The delivery will either be returned to the contractor to be corrected or the contractor may be billed by GPO for the amount that accrued in fixing the problem by an outside vendor.

"Mislabeling" means any error on the carton label, which incorrectly states or identifies the title of the form; the form identification number; or the quantity of forms actually contained in the carton, or has any missing information, or is not securely attached.

DISTRIBUTION:

- Deliver proof & paper sample on or before December 3, 2021 to a residential address in Hiawassee, GA 30546.
- Deliver proof & paper sample on or before December 3, 2021 to a residential address in Flowery Branch, GA 30542.
- Deliver proof & paper sample on or before December 3, 2021 to a residential address in Dacula, GA 30019.

NOTES: 1) Complete residential addresses will be furnished after award. 2) On the day of shipping proofs, contractor **MUST** email the proof tracking numbers to Eugenia Collins (Eugenia.F.Collins@irs.gov) and Traci Cobb (tcobb@gpo.gov).

F.O.B. Contractor's City/Origin:

- Ship 5 copies on or before December 22, 2021 to a residential address in Hiawassee, GA 30546. Complete address will be furnished after award.
- Ship 274,400 copies on or before December 22, 2021 to: IRS/National Distribution Center, Receiving (309-556-5169), 2525 Revenue Drive, Bloomington, IL 61705-2500. NOTE: If copies shipping to the NDC ship prior to December 22, 2021, the 5 IRS samples must ship within 24 hours of the NDC shipment.
- Ship 274,400 copies on or before January 6, 2022 to: IRS/National Distribution Center, Receiving (309-556-5169), 2525 Revenue Drive, Bloomington, IL 61705-2500.
- Ship 200 "Blue Label*" copies on or before January 6, 2022 to: IRS/National Distribution Center, Blue Label Copies, 2525 Revenue Drive, Bloomington, IL 61705-2500.

REQUIRED SHIPPING REPORT: Contractor is responsible for maintaining a shipping report in an Excel spreadsheet that includes the contact, address, quantity, and tracking/pro number(s) for each shipment.

Contractor must email shipping report to Eugenia Collins (Eugenia.F.Collins@irs.gov) and Traci Cobb (tcobb@gpo.gov) on day of shipping. Include GPO Jacket Number & IRS Requisition Number in the subject line of the email.

***DEPARTMENTAL RANDOM COPIES (BLUE LABEL)** - The order must be divided into 200 equal sublots. A random copy must be selected from each subplot. Do not choose copies from the same general area in each subplot. The contractor will be required to certify that copies were selected as directed using GPO Form 917-Certificate of Selection of Random Copies (located on GPO.gov). The random copies constitute a part of the total quantity ordered, and no additional charge will be allowed.

These randomly selected copies must be packed separately and identified by a special label (GPO Form 2678-Departmental Random Copies Blue Label) that must be printed on blue paper and affixed to each affected container. This form can be downloaded from GPO.gov. The container and its contents shall be recorded separately on all shipping documents and be sent in accordance with the distribution list (separately** from any other distribution to the same destination). A copy of the purchase order/specification and a signed Certificate of Selection of Random Copies must be included.

****NOTE:** Do NOT place carton containing Blue Label copies on a pallet shipping to the NDC. Blue Label copies MUST ship separately via IRS Small Package Carrier (UPS).

QUALITY ASSURANCE LEVELS AND STANDARDS: The following levels and standards shall apply to these specifications:

- Inspection Levels (from ANSI/ASQC Z1.4):
- (a) Non-destructive Tests -- General Inspection Level I.
 - (b) Destructive Tests -- Special Inspection Level S-2.

Specified Standards-- The specified standards for the attributes requiring them shall be:

ATTRIBUTE	SPECIFIED STANDARD
P-7 Type Quality and Uniformity	File Setup

PREAWARD SURVEY: In order to determine the responsibility of the prime contractor or any subcontractor, the Government reserves the right to conduct an on-site preaward survey at the contractor's/subcontractor's facility or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a contract. As part of the financial determination, the contractor in line for award may be required to provide one or more of the following financial documents:

- 1) Most recent profit and loss statement
- 2) Most recent balance sheet
- 3) Statement of cash flows
- 4) Current official bank statement
- 5) Current lines of credit (with amounts available)
- 6) Letter of commitment from paper supplier(s)
- 7) Letter of commitment from any subcontractor

The documents will be reviewed to validate that adequate financial resources are available to perform the contract requirements. Documents submitted will be kept confidential, and used only for the determination of responsibility by the Government. Failure to provide the requested information in the time specified by the Government may result in the Contracting Officer not having adequate information to reach an affirmative determination of responsibility.

PAYMENT: Submitting invoices for payment via the GPO fax gateway (if no samples are required) utilizing the GPO barcode coversheet program application is the most efficient method of invoicing. Instruction for using this method can be found at the following web address:
<http://winapps.access.gpo.gov/fms/vouchers/barcode/instructions.html>.

Invoices may also be mailed to: U.S. Government Publishing Office, Office of Financial Management, Attn: Comptroller, Stop: FMCE, Washington, DC 20401.

NOTE: Vendors are expected to submit invoices within 30 days of job shipping/delivery.

For more information about the billing process refer to the General Information of the Office of Finance web page located at <https://www.gpo.gov/how-to-work-with-us/vendors/how-to-get-paid>.

Attachment(s): Attachment(s) is/are part of the specification, click 'Download Attachment(s)' link below to view and print the attachments that are part of these specifications.

Download Attachment(s): <http://contractorconnection.gpo.gov/download.aspx?Jacket=724932>